Enlisted Aide Training Course (EATC)

McLaughlin BLDG
4200
1630 Byrd Ave.
Ft. Lee, VA 23801

IN-PROCESSING PROCEDURES / DAY ONE

1. All Army Personnel Reporting for the Enlisted Aide Training Course (EATC) must first In process T Co 266th, QM BN building 3118 at 0530 hrs for mandatory height / weigh-in on start date. The weigh-in uniform will be PT uniform according to current weather conditions. Students must provide a copy of their orders. The POC for T Co and in-processing procedures will be SSG Fuentes at 804-734-6533.
2. Once weigh-in is complete, T Co will release the students to proceed to Soldier Support Center Building 3400, room 136 for In-Processing at 0730. Students must be in Army Combat Uniform (ACU's) when going to Soldier Support Center. Students must provide copies of orders(10ea), DD93 (1ea) and SGLI (1ea).
3. Students will report to Building 4200 Room 158 at 0950hrs on start date. Bring three copy of your orders to class. Duty uniform will be ACU's. Bring a business casual outfit for a class field trip (slacks (no jeans), button down shirt, or blouse, and casual/dress shoes). Duty uniform for lab portion will be black pants, white chefs coat, white undershirt , black shoes and black socks.

* Pack according to FT. Lee weather conditions

OUT-PROCESSING PROCEDURES

1. All Army students must out-process ***T Co 266th QM BN building 3118*** before course graduation. POC is be SSG Fuentes / Mr. Boozer @ (804) 734-6355. More information will be given by the course instructor.

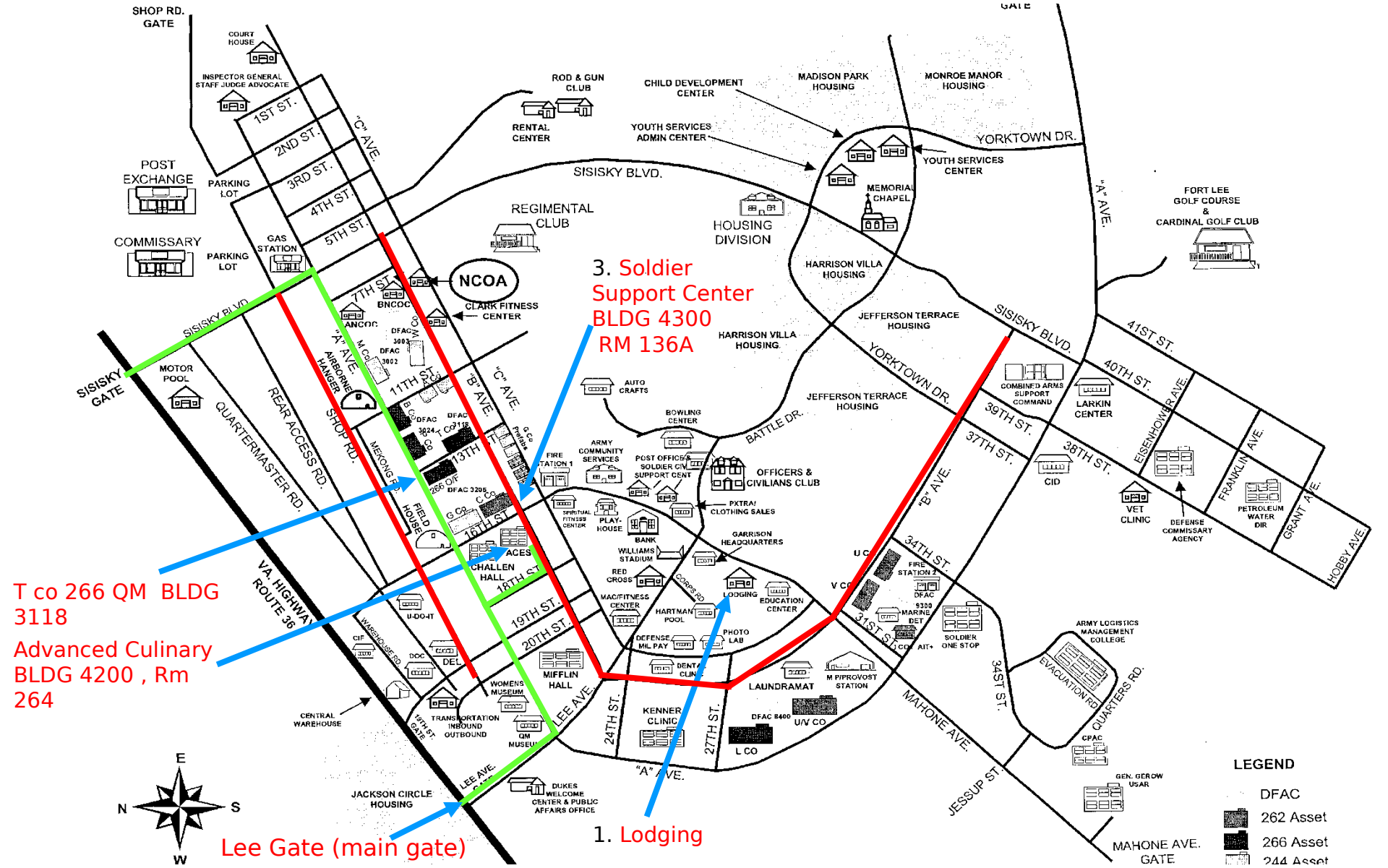
ATTENTION:

•You must have your name and rank insignia on your chef coat (name tag is acceptable)
• You may bring a set of personal knives if desired.
• Bring your continuity book if available.

Admin
SSG Richards, Janelle 804-734-3106

ACSTC Instructors
SCPO Davila 804-835-3249
SSG Copeland 912-713-0732
Office: 804-734-3112

Call one of the instructors if any questions arise.



Road in red are closed for Pt 0500-0730, green route is the best route to get to Bldg 4200 during PT